

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee DEPUTY ANJIE KELLY #181

FTO Deputy McDaniel

Date MARCH 5, 2003

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

DEPUTY MCDANIEL #195 SHOWED DEPUTY KELLY #181
HOW TO CONDUCT INFORMAL HANDCUFF. DEPUTY
KELLY WAS SHOWN HOW TO DRESS DOWN FEMALE INMATES
IN BOOKING. DEPUTY MCDANIEL REVIEWED DEPUTY
KELLY ON D-FLOOR ACTIVITIES. DEPUTY KELLY WAS
ALSO SHOWN HOW TO LOG IN MONITOR/RECORD.

Trainee's Signature

FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee DEPUTY ANNIE KELLY 181
Date MARCH 4, 2008

FTO DEPUTY MCSANTEL 195
Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

DEPUTY MCSANTEL #195 TRAINED DEPUTY KELLY #181 ON D-FLOOR
INTELS. DEPUTY KELLY WAS SHOWN HOW TO DO THE
FOLLOWING PAPER WORK: RESTRAINT INVENTORY
LOG, AND 20-MINUTE INMATE OBSERVATION LOG.

DEPUTY KELLY WAS ADVISED WHEN EVER TAKING OVER
A POST TO STEAL THE POST ORDER BOOK. DEPUTY
KELLY WAS SHOWN HOW TO PASS OUT MAIL, AND
POST OUT MEALS USING INMATES.

DEPUTY MCSANTEL FEELS THAT DEPUTY KELLY IS
CAPABLE OF DOING ALL REQUIREMENT IN HANDLING
D-FLOOR.

Trainee's Signature

Handwritten Signature 190
Deputy McDaniel 195
FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: ROVER

Trainee Annie Kelly 181
 FTO Ronald Jordan

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Provide escorts of inmates, visitors, contractors, and staff to areas of the facility. At all times display safety and security techniques, respond to emergency requests, and assigned details.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Report to the de-briefing area at the beginning of the shift to sign in the post orders book, after having read them.	6-13-03	6-13-03	6-14-03	6-14-03	6-14-03	7-5-03
2) Receive briefing from the offgoing and oncoming rover and S-1.						
3) Receive and carry out any and all tasks assigned from the S-1.						
4) Assist all officers in need of help in any area(s) such as retrieving copies of forms, paperwork, and when possible relief from post.						
5) Properly escort inmates to and from the blocks, medical, church, C.I.D., attorney visits, etc.. At all times be security minded.						
6) Properly initiate and conduct a proper classification move from B/F to the blocks. At all times maintaining security and order - no talking.						
7) Properly check and verify that no inmates are together that are prohibited to be, by using the no contact book in de-briefing.						
8) Demonstrate proper procedure for moving inmates from one area to another; include properly demonstrating proper handcuffing/shackling.						
9) Keep central control aware of moves and when they are completed. If opposite sex are being moved, have central monitor.						
10) While in hallways check all doors to make sure they are secured.						
11) While in hallways check all areas for cleanliness, water spills, food trays, garbage, blue boats, and any other items to be stored.						
12) Upon completion of your shift, properly brief the offgoing S-1, the oncoming S-1, and the oncoming rover.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>7-5-03</u> (date) FTO <u>Ronald Jordan</u> 190 Trainee <u>Annie Kelly</u> 181						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan 190

Date 7-5-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan performs the proficiency
test on Rover for Trainee Kelly. Trainee Kelly
is asked to explain and demonstrate all tasks
and performance objectives for Rover. Trainee
Kelly successfully completes all tasks for Rover.
very well.

Trainee's Signature

FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

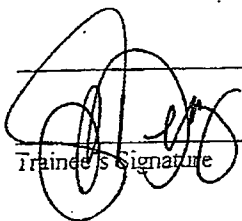
FTO Ronald S. Jordan 190

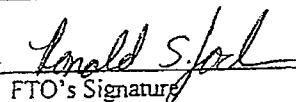
Date 6-14-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan has trainee Kelly explain and demonstrate all tasks for Rover. Trainee Kelly demonstrates the proper way to handcuff and shackle. FTO Jordan observed trainee Kelly throughout the night. Trainee Kelly performed all tasks very well.

 181
Trainee's Signature

 190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly # 181

FTO Ronald S. Jordan #190

Date 6-13-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan explains and demonstrates all duties and tasks for Rover to trainee Kelly. FTO Jordan walks through the tasks and explains to trainee Kelly how to assist all deputies if they need help, properly check and escort inmates to and from the blocks, check and verify that no inmates are together that are prohibited to be, make sure central control is aware of all movement, check all hallways and doors, and carry out any tasks assigned from the S-I.

Trainee's Signature

FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Medical Rover

Trainee Annie Kelly
 FTO Ronald Jordan

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Provide safety and security in the medical ward. Control inmates in need of medical attention. The trainee will control access to and from the exam rooms and at times will escort inmates to and from the blocks.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
Maintain Security in Medical Department at all times.	6-13-03	6-13-03	6-14-03	6-14-03	6-14-03	7-5-03
Provide Security for Medical Staff.						
Transport Inmates to and from Medical.						
Notify Shift Supervisor of any Medical Emergency.						
Never leave your duty post unless authorized by medical staff.						
Maintain Security of Medical Equipment and Medication at all times.						
Over all Security of Medical Department, doors secure and Inmates Restrained.						
Make sure that no Inmate is left in Medical Department without Security.						
Escort Medical Staff and provide Security during Medication Pass.						
Properly Brief Officer relieving Medical Security.						
Perform all Duties as assigned.	R.S.J. # 190	R.S.J. # 190	R.S.J. # 190	R.S.J. # 190	R.S.J. # 190	R.S.J. # 190
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>7-5-03</u> (date) FTO <u>Ronald Jordan</u> 190 Trainee <u>[Signature]</u> 181						

HARRISON COUNTY SHERIFF'S DEPARTMENT

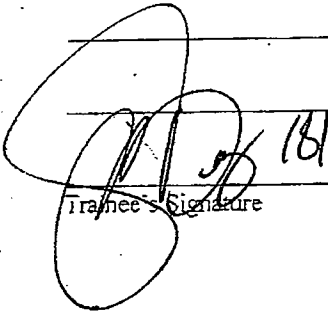
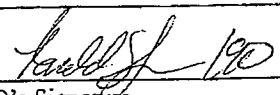
Corrections Division

Daily Observation Report

Trainee Annie Kelly 181FTO Renald JordanDate 7-5-03Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan performs the proficiency test on trainee Kelly for medical rover. Trainee Kelly explains and demonstrates all tasks and performance objectives by walking through with FTO Jordan as if she was doing it. Trainee Kelly completes all tasks and performance objectives for medical rover successfully.


Trainee's Signature
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 481

FTO Ronald Jordan 190

Date 6-14-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan observes trainee Kelly while she explains and demonstrates all tasks and objectives for medical rover by walking through it. Trainee Kelly had no questions for FTO Jordan about medical rover. Trainee Kelly is doing very well on the floor as rover and walked through the duties of medical rover very well.


Trainee's Signature


FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan

Date 6-13-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan explains and demonstrates all tasks and performance objectives for medical room to trainee Kelly. F.T.O. Jordan explains by providing security for medical staff, transport inmates to and from medical, notify the SI for emergencies, never leave medical unless told by a staff member, maintain security over medical equipment, make sure all doors are secure and escort medical staff clearing med pass. F.T.O. Jordan also states to trainee Kelly to perform all duties as assigned.

Trainee's Signature

FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Front Desk

Trainee Annie Kelly 181
 FTO Ronabinder 190

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct operations of the front desk and lobby to assist with bonds, visits, telephone calls, and direct any and all persons with requests in a professional manner.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive a briefing from the off-going watch as to the status of any pending items relating to the Front Desk. Read and sign post orders.						
2) Conduct a sanitation security, and fire/safety hazard inspection of the lobby area at the beginning of each shift and immediately upon the completion of the last visitor leaving the facility.						
3) Greet all visitors to the facility with professional courtesy. Register all visitors in the perspective visitation log (i.e. bond, attorney, minister, or general). Ensure the visitor's name is on the inmate's visitation list. Inform visitors of the dress code for visitation, the rules of visitation and storage of all personal property in lockers.						
4) Notify Control Room Officers what inmates have visitors standing by and what time the visit will commence.						
5) Monitor all visitors while they are in the lobby. Ensure there is no smoking in the lobby. Notify the Shift Supervisor of any situations that could cause the termination of a visit or in the case of unruly visitors.						
6) Ensure the accuracy and completeness of pre-release bond documents and perform bond duties in accordance with HCADC policy and procedures.						
7) Issue a cash bond receipt to the person presenting cash for a cash bond after verification of the amount of cash by the Shift Supervisor and the Front Desk Officer.						
8) Answer incoming phone calls in the following manner: "Harrison County Sheriffs Department, this is Deputy ____, may I help you?" Ensure to release only authorized information about inmates, i.e. if it is on the PUB screen, it may be released.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>6-26-03</u> (date) FTO <u>Ronabinder 190</u> Trainee <u>Annie Kelly 181</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-10-03</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-10-03</u>
	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-10-03</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-10-03</u>
	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-24-03</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-24-03</u>
	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-24-03</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-24-03</u>
	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-26-03</u>	<u>R.S.S. # 190</u>	<u>AK 181</u>	<u>6-26-03</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

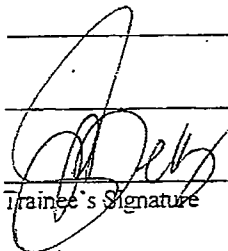
FTO Ronald Jordan

Date 6-26-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan begins the proficiency test on trainee Kelly for Front desk. F.T.O. Jordan has trainee Kelly explain and demonstrate all tasks for front desk. Trainee Kelly completes the proficiency test successfully.

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Trainee's Signature

 190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

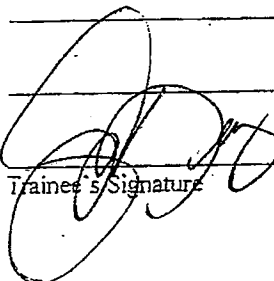
FTO Ronald Jordan 190

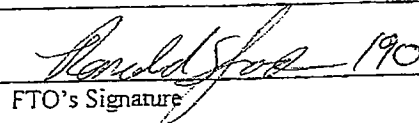
Date 6-24-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan observes trainee Kelly at front desk. F.T.O. Jordan has trainee Kelly explain and demonstrate all task. F.T.O. Jordan asked trainee Kelly if she has any questions about front desk. Trainee Kelly had no questions. F.T.O. Jordan feels trainee Kelly is doing very well in front desk and any other post she works.

 181
Trainee's Signature

 190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

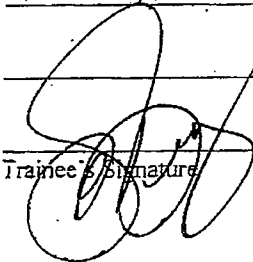
FTO Ronald Jordan 190

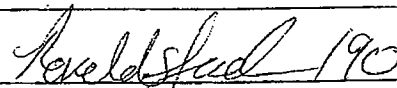
Date 6-10-08

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan explains and demonstrates to trainee Kelly on the performance objective and task for front desk. FTO Jordan explains to trainee Kelly to always greet visitors with a professional attitude, ensure the visitors name is on the inmates visitation list. FTO Jordan also shows trainee Kelly how to use the phone key board. Ensure there is no smoking in the lobby. Trainee Kelly is also shown how to do cash bonds and money receipts. FTO Jordan shows trainee Kelly how to use public screen and how to answer the phone.

 181
Trainee's Signature

 190
FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: VISITATION ROVER

Trainee Annie Kelly
 FTO Ronald Jordan

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct safety and security inspections of all areas pertaining to front desk, lobby, and visitation rooms and hallways	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Report to the front desk area to confer with the front desk personnel and review any and all paperwork, memos, and pass on book.	6-13-03	6-13-03	6-14-03	6-14-03	6-14-03	7-5-03
2) Inspect the lobby areas and the restrooms for contraband. Check out front (walkway) to ensure that contraband was not left hidden.						
3) Assist the front desk personnel with the running of visitation by using a number/ticket and maintaining fairness and order.						
4) Explain the rules and regulations to the visitors and ensure that all property (handbag, briefcase) is stored in the locker boxes in lobby.						
5) Escort the visitors to the visitation area when directed to do so by the front desk personnel. Maintain order in doing so.						
6) Monitor the ongoing visitation and the visitors in the lobby by continuously walking back and forth between the areas.						
7) When notified by the front desk personnel to do so, escort the visitors from visitation back to the lobby-repeat step #5.						
8) Demonstrate good communication skills with the visitors and maintain a professional appearance and positive attitude at all times.						
9) All areas that were accessed by visitors must be properly searched upon completion of visitation, as soon as all have departed the area.						
10) Any contraband found will be processed properly and turned in to the evidence technician, along with a narrative and a case number.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>7-5-03</u> (date) FTO: <u>Ronald Jordan</u> Trainee: _____						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly

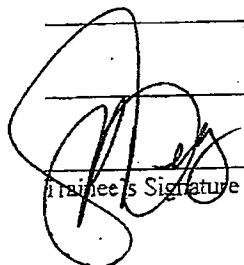
FTO Ronald Jordan

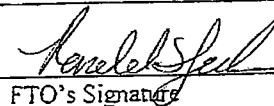
Date 7-5-08

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan has begun the proficiency test on trainee Kelly for visitation rover. Trainee Kelly explains and demonstrates to FTO Jordan all the performance objectives and tasks for visitation rover. Trainee Kelly completes the proficiency test successfully.

 181
Trainee's Signature

 190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

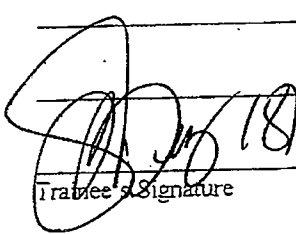
FTO Kennel Jordan

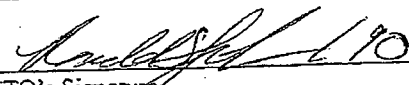
Date 6-14-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

FTO Jordan observes Trainee Kelly for the night. FTO Jordan has trainee Kelly explain and demonstrate by walking through all tasks and performance objectives for visitation rover. F.T.O. Jordan asks trainee Kelly if she has any questions about visitation rover. Trainee Kelly had no questions at that time. F.T.O. Jordan feels trainee Kelly would perform this job well if and when she does it.


Trainee's Signature


FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan 190

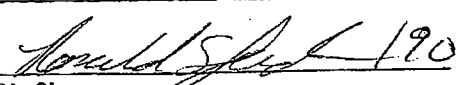
Date 6-13-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan explains and demonstrates all tasks and performance objectives for visitation rover to Trainee Kelly. F.T.O. Jordan explains that visitation rover should assist front desk personnel, explain rules and regulations to visitors, inspect the lobby and bathroom for contraband, Escort visitors to the visitation areas, always monitor the ongoing visitation by walking back and forth between the areas, and demonstrate good communications skills with the visitors and maintain a professional appearance and positive attitude at all times.

 181
Trainee's Signature

 190
FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Perimeter Rover

Trainee KELLY 181
 FTO LABAUVE 178

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Conduct safety and security inspections of the perimeter. These areas include the fences, rooftops, parking lot, walkways, windows, doorways, and grassy areas.		Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee Explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive briefing from S-1 on any information that may concern the perimeter of the facility-such as risk inmates, construction areas, etc..		7-22-03	7-22-03	7-22-03	7-22-03	7-22-03	
2) Report to central to advise that you are now 10-08 on perimeter, and sign the perimeter keys out until the end of shift.					8-5-3	8-5-3	
3) Do a complete perimeter check of the fences/gates and verify that all is in order. Report any questionable areas immediately to S-1.							
4) Do a complete roof check. Check for holes, all air vents, and make sure maintenance didn't leave any tools behind.							
5) A30 minute activity watch will be conducted along with an outside security inspection checklist.							
6) Do a complete check of all perimeter lighting and locks. Report any problems of maintenance to central control.							
7) Do a complete check of inner perimeter. Check the windows make sure theirs no holes in them, and man hole covers.							
8) Report all security infractions to the S1 on duty.							
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>8-6-3</u> (date)							
FTO <u>LABAUVE 178</u>							
Trainee <u>KELLY 181</u>							

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly #181

FTO Ronald S. Jordan

Date 8-6-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan performs the proficiency test on perimeter for trainee Kelly. F.T.O. Jordan has trainee Kelly explain and demonstrate all performance objectives and tasks for perimeter. Trainee Kelly successfully completes the proficiency test for perimeter.

[Signature] # 181
Trainee's Signature

[Signature] 190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT*Corrections Division***Daily Observation Report**Trainee A. KELLY #181F.T.O. L.J. LABAUVE #178Date 07-22-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Officer Kelly was assigned as Perimeter Officer with F.T.O. LaBauve. Upon assuming Perimeter Officer duties F.T.O. LaBauve and Officer Kelly met with Officer Jaspers in the parking lot to get a briefing on any special events that may be happening.

Officer Kelly and F.T.O. LaBauve conducted a Security Check of the Outer Perimeter Fence and lighting. F.T.O. LaBauve pointed out what kind of discrepancies to look for, such as lights out, holes in or under the fence and to check all gates and locks. It was pointed out to Officer Kelly that while conducting an Inner Perimeter Fence Security Check to basically note the same type discrepancies as the Outer Perimeter Fence in addition to noting the locks on the sewer accesses and the condition of the sally port rocks and razor wire. Officer Kelly and F.T.O. LaBauve conducted an Inside Perimeter Security Check of all four blocks. F.T.O. LaBauve instructed Officer Kelly to walk approximately 10 to 15 feet away from the building while conducting an Inside Perimeter Security Check. F.T.O. LaBauve explained that from such a vantage point she could properly check all cell windows for damage or signs of tampering and inmate movements within the cell without actually having to peer into each cell unnecessarily. As with the Outer and Inner Perimeter Fence Security Checks, F.T.O. LaBauve pointed out the discrepancies to look for. Due to the weather a Roof Security Check could not safely be conducted however, Officer Kelly was shown how to access the roof and "talked through" a roof check.

F.T.O. LaBauve explained how to complete the Outside Security Inspection Checklist and the Outside Security Report. Officer Kelly completed the Outside Security Inspection Checklist and maintained the Outside Security Report after each security round. Officer Kelly was advised to complete the Outside Security Report like a block log – log in start and stop times of each event (i.e. Outer Perimeter Fence Security Check, Inner Perimeter Fence Security Check, C/D Inside Perimeter, A/B Inside Perimeter, and Roof Security Check).

 181
Trainee's Signature

 178
F.T.O.'s Signature

FTD 16/11/8 8-9-05

What Do You Know About Sexual Harassment? - A PreTest
Mark your response to each of the following. True or False.

1. T A subject of a sexual harassment complaint may avoid liability by demonstrating that the target's dress or appearance "invited" sexual comments.
2. T You observe two male workers in the hallway as a female worker walks by. The men stop talking and "look her up and down" as she passes. One man smiles at the other man, lifts his eyebrows and nods in the woman's direction. The woman saw the men, but did not acknowledge them. She has not complained to you, or any other member of the leadership team. No follow-up action is necessary until a complaint is received.
3. T Sexual harassment is a form of discrimination prohibited by federal law.
4. T The absence of sexual harassment complaints in your section is a good indication that sexual harassment is not occurring there.
5. F What may be sexual harassment to a recipient will not form the basis for liability if the person making the comments or doing the behavior can establish he meant nothing by them.
6. T In most cases, it is okay for a recipient of alleged "quid pro quo" (sex for promotion, favored treatment, etc.) sexual harassment to personally meet with the alleged harasser to address her concerns and to end the harassment.
7. F Good-intentioned, fun-loving, or playful physical contact or comments that may possibly be considered to be of sexual nature are not forms of actionable sexual harassment.
8. T An agency can be held accountable for sexual harassment of employees committed by an outside vendor visiting the premises.
9. T What is sexual harassment to one person may not be sexual harassment to another person who heard the same comment or was subjected to the same behavior.
10. T You hear rumors that an older agency member who has been with the agency for many years has been sexually harassing a new young female worker assigned to your unit, and that the woman has been visibly upset by the older member's conduct. The older member has a reputation of telling sex-based jokes, but "meaning nothing by it" when he says it. No complaint has been received. To be fair to all involved, you should avoid involvement as a supervisor unless and until a complaint has been lodged.
11. T A co-worker who was once romantically involved with another co-worker can claim sexual harassment if the former co-worker continues to make comments of an unwelcome sexual nature to her.
12. F A group of workers have worked together for years. Over time, they have developed a "group sense of humor" that often has resulted in risqué jokes being told or sexually explicit cartoons being circulated. No one in the group appears offended by the jokes or cartoons. As long as the group keeps the humor within the group, there is no cause for concern about sexual harassment liability.
13. F Supervisors may be liable for sexual harassment occurring under their watch only if it can be established that the supervisor had actual knowledge of the harassment situation and failed to respond appropriately.
14. F While sexual harassment may subject agency members to disciplinary action, retaliation against a complainant by one or more members of an agency is not an appropriate basis for disciplinary response.
15. F A recipient of alleged harassment discusses her concerns with you, and asks you to do no more because "All I wanted to do was to talk to someone." Since the complainant has voluntarily waived an interest in agency follow-up, once you have documented the meeting, no further action will be necessary.

H Kelly #162

3-12-07

WRITTEN EXERCISES

Numbers: Write in the correct Spanish term after each indicated number:

3 Tra5 Quatro9 Nueve13 Trece23 Veinte tres38 Treinta siete54 Cincuenta Quatro67 Sesenta siete98 Noventa100 Cin121 Cin Treinta uno1000 mil

Quantities and Numbers: Write in the indicated number of objects in Spanish:

3 cars Tra Coche2 men Doe Hombre5 houses Cinco Casa6 pistols Ses Pistala

Dates: Write in the Spanish for indicated dates below:

5th of May Cinca de Mayo21st of June Veinte uno de Junio25th of December Veinte cinco de
Diciembre13th of July Treco de Julio